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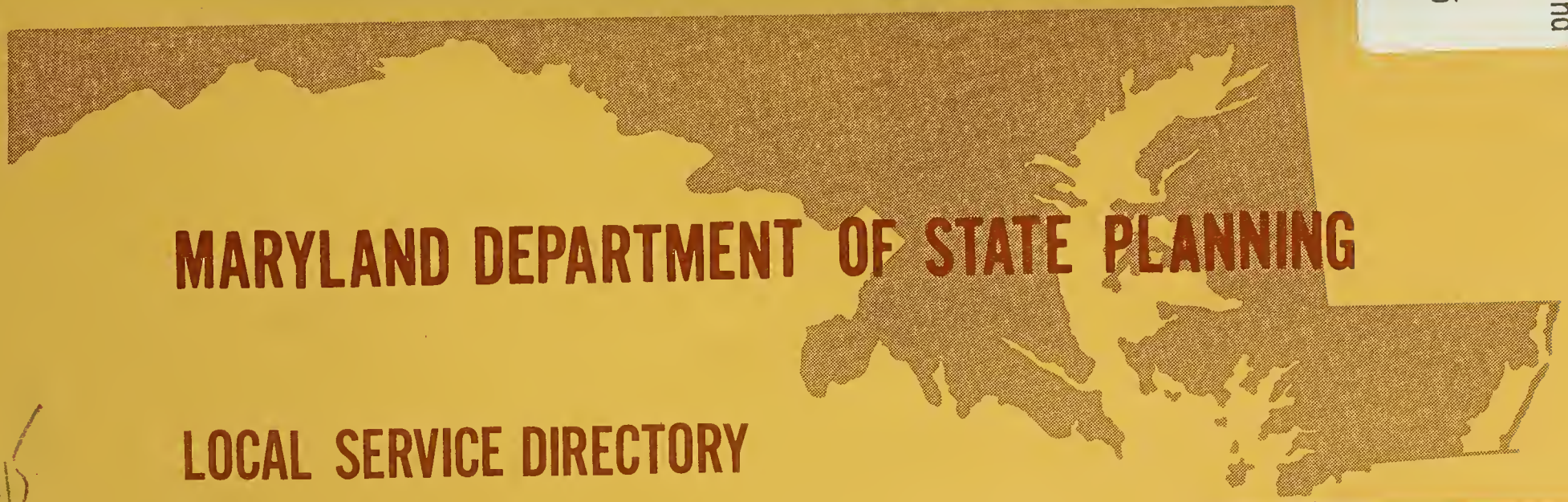

MARYLAND DEPARTMENT OF STATE PLANNING

LOCAL SERVICE DIRECTORY

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HARRY R. HUGHES

GOVERNOR OF MARYLAND

Maryland. State Planning Dept.
Publication.

MARYLAND DEPARTMENT OF STATE PLANNING

301 WEST PRESTON STREET

BALTIMORE, MARYLAND 21201

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SECRETARY OF STATE PLANNING

LOCAL SERVICE DIRECTORY

JANUARY 1979

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MARYLAND DEPARTMENT OF STATE PLANNING

Organization

An important objective of the Department of State Planning is to provide leadership, assistance, and coordination of planning efforts between State agencies, and between levels of government. Within this exercise of responsibility, State program and regional-local plans are coordinated as part of the State Comprehensive planning process.

To accomplish this task, the Department is organized into the following major divisions:

- Office of the Secretary
- State Clearinghouse
- Comprehensive State Planning
- State Planning Research Programs
- Capital Improvements Program
- Regional and Local Planning

Local Planning in Maryland

Local leadership in land use planning has been stimulated by the Governor and the General Assembly, who, through the provision of sound planning legislation, have encouraged an enlightened citizenry and responsible local government. All Maryland counties and a vast majority of municipalities have active planning programs. Local governments representing more than 95% of Maryland's people plan and manage growth and change for the economic, social and environmental betterment of their constituents and the State as a whole.

The Department encourages jurisdictions to undertake planning programs and strengthen their planning and management capability. With the aid of comprehensive planning grants and direct staff assistance, the Department has emphasized strong local planning.

REGIONAL AND LOCAL PLANNING DIVISION

The Department implements programs which assist and strengthen local government planning and management ability and which further State and local coordination. For approximately ten (10) years, the Department has stationed staff in the seven (7) regions of the State to better serve and assist local government. These field offices are located in Waldorf, Cumberland, Centreville, Salisbury, Silver Spring, and Frederick. The Metropolitan Baltimore Region is served from the Department's central office.

Grants for Local and Regional Planning

Article 88C authorizes the Department to provide technical assistance to and cooperate with local governments as well as area-wide planning organizations. Other State enabling legislation provides for State funding of the programs of the Regional Planning Council, the Tri-County Council for Southern Maryland, and the Maryland-National Capital Park and Planning Commission. The Department is administratively responsible for this funding.

The Department acts on behalf of the State in accepting Comprehensive Planning Assistance (701) funds awarded by the Federal Department of Housing and Urban Development. These grants are distributed by the Department to counties and municipalities to partially support local planning programs.

Direct Technical Assistance

The Department's field offices provide readily available assistance and liaison by experienced technicians who are thoroughly familiar with the local situation. The field staff regularly meets with officials and recognizes the strong role of local government in Maryland.

Types and Examples of Assistance Available

1. Comprehensive Planning and Management Grants

   — to Cecil County for Growth Management Study;

   — to Calvert County for Living Areas Study;

   — to Poolesville for Comprehensive Plan and Secretary

2. Technical and Grant Application Assistance

   — to St. Michaels and Indian Head for Community Development Block Grant Programs;

   — to Havre de Grace for Comprehensive Zoning;

   — to Garrett County for Block Grant Program

3. Research, Data Collection, and Analysis

   — for North East Background Studies;

   — for Worcester County's Route 589 Corridor Study;

   — for Geothermal exploration on the Lower Eastern Shore

4. Coordination of State and Local Projects

   — for the Carroll Creek Project of flood control, multi-service center and urban open space in the City of Frederick.

Participation in Land Use Proceedings of State Significance

The decisions of local governments and other governmental bodies involving land use, development, or construction may often have major consequences upon the State as a whole, and may impact neighboring jurisdictions.

The Maryland General Assembly recognized the importance of providing a State viewpoint into local land use decisions and, in 1974, delegated to the Department the right to intervene in proceedings concerning land use, development, or construction.

Although the Department may become a participating party, may express its views on the issues, and may seek judicial review, it may not veto or overrule a land use decision made by a local jurisdiction. Thus the law did not alter the existing system of land use regulation. The final decisions on development remain the discretion of the local governmental body.

The Department has developed a set of standards to guide implementation of the legislation and to explain the State's general policies regarding participation in local proceedings. The standards stipulate that the Department will participate only in major matters where the views of the Department might be helpful to a local government or another State agency. The participation process is based in the Department's field offices close to the realities of the local situation.

Personnel

Richard A. Gucker, Director Regional and Local Planning	383-2460
Scribner H. Sheafor, Chief Non-Metropolitan Programs	383-2457
Dr. John H. Mills, Chief Metropolitan Programs	383-7224

Regional Offices Personnel

Baltimore Metropolitan Regional Office
301 West Preston Street
Baltimore, Maryland 21201

Stoney Fraley	383-2478
Kathryn Waters	383-2456

Frederick Regional Office
Frederick City Hall
Frederick, Maryland 21701

Ben Lieberman 662-5161
Ext. 238

Lower Eastern Shore Regional Office
Box 183
State Office Complex
Salisbury Shopping Center
Salisbury, Maryland 21801

William C. Livingston
Bruce Bozman 749-4618

Southern Maryland Regional Office
Box 301
Waldorf, Maryland 20601

W. Leon Etzler
Michael Shepherd 645-2693

Upper Eastern Shore Regional Office
Box 128
Ashley Building
Centreville, Maryland 21617

Aubrey Romine
James Gatto 758-1108

Washington Suburban Regional Office
Executive Office Building
Maryland-National Capital Park
and Planning Commission
8787 Georgia Avenue
Silver Spring, Maryland 20907

Dr. John H. Mills 565-7476
Gil Wagner 565-7478

Western Maryland Regional Office
Suite 510
Algonquin Motor Inn
Cumberland, Maryland 21502

James E. Nelson, Jr.
Albert Feldstein 777-2158

In addition, the other Department activities and services directly related to local government are:

THE STATE CLEARINGHOUSE

The Department of State Planning was designated as the State Clearinghouse in 1969 in response to the Intergovernmental Cooperation Act of 1968, as implemented by the Office of Management and Budget (OMB) Circular A-95.

One of the basic purposes of the Clearinghouse is the improvement of the Federal grant-in-aid system by affording State and Local officials the opportunity to influence the management of Federal and Federally assisted programs and projects. State Clearinghouse functions have been expanded to include review coordination for:

- Direct Federal Developments
- Environmental Impact Statements
- Environmental Effects Reports
- State Plans
- Program Open Space Projects
- Determination of Eligibility for and Nominations to the National Register of Historic Places
- State Funded Water and Sewerage Projects
- Disposal of Federal Surplus Real Property
- Disposal of Excess State Property

There is a designated contact person in each county to ensure that proper consideration is given to any concerns the counties and local governments may have. The Clearinghouse provides information, on request, concerning Federal assistance that may be available. There is no charge for this service.

Western Maryland	777-2158
Frederick	662-5161
Metropolitan Baltimore	383-2478
Upper Eastern Shore	758-1108
Lower Eastern Shore	749-4618
Southern Maryland	645-2693
Suburban Washington	565-7476

PLANNING REGIONS IN MARYLAND

MARYLAND DEPARTMENT OF STATE PLANNING

METROPOLITAN
BALTIMORE
UPPER EASTERN SH
CUMBERLAND
FREDERICK
WESTERN MARYLAND
FREDERICK
BALTO.
CENTREVILLE
SILVER SPRING
SUBURBAN
WASHING

The following publications are prepared and distributed to the Counties and local governments:

"Catalog of State Assistance Programs"

"Maryland State Clearinghouse Procedures and Operations Guide"

Quarterly and Annual Reports on Federal Grants-in-Aid. — These reports provide information on all Federal Assistance program reviews and notices of grant awards received by the Clearinghouse.

James W. McConnaughhay 383-2467
Chief, Intergovernmental
Assistance — Clearinghouse

COMPREHENSIVE STATE PLANNING DIVISION

The major responsibilities of the Comprehensive State Planning Division include programs and projects in the areas of (1) Land Use Planning, (2) Recreation and Open Space, (3) Transportation, (4) Human Resources Planning, and (5) Planning Coordination.

Preparation of Maryland Generalized Land Use Plan

In the near future a draft Alternative State Land Use Plan document containing five (5) alternative land use plans will be distributed for review and evaluation. This review and public discussion will lead to the preparation of a finalized State Land Use Plan containing recommended policy and development patterns to address the many natural resource, settlement, and growth issues which prevale across the State.

Maryland Automated Geographical Information System

In April 1974, the Department established the Maryland Automated Geographic Information (MAGI) System which is a Computer-based system designed to store and display geographic data. To date, the MAGI data base has been expanded to include twenty-three (23) data variables including such items as soils, geology, topography, and land use. This information is available for use by local and other State agencies.

Areas of Critical State Concern

This program to identify and designate areas of critical State concern was established by the Land Use Act of 1974. After consultation with and consideration of recommendations submitted by the local subdivisions, the Department is required to designate areas of critical State concern as a portion of the State Development Plan.

State Comprehensive Outdoor, Recreation, and Open Space Plan

The Department developed and updates this Plan as a guide for State and local planning, acquisition, and development programs for outdoor recreation areas, parks, and open spaces. This Plan not only establishes Maryland's eligibility for substantial federal financial assistance but serves as the primary vehicle for directing State investment of funds received through the Federal Land and Water Conservation Fund Program, and through Maryland's "Program Open Space".

Transportation Planning

The Department has developed close and cooperative ties with the Department of Transportation to insure coordination of the Department's land use planning activities with transportation plans and programs.

Human Resources Planning

The Department encourages planning and contributes to achieving coordination among human resources agencies in such areas as employment, health, criminal justice, social services, housing and community development, education, and services to the elderly. Of particular interest is a document entitled "Inventory of State-Administered Human Services Programs" which provides a single source listing of the various types of services available through the State's human service agency system. Direct technical assistance and planning guidance is provided to counties interested in human resources planning. The Department has prepared a publication entitled "A Guide to Comprehensive Human Resources Planning".

Planning Coordination

Coordination of plans and programs from an intergovernmental perspective is a major function of the Department. In addition to Human Resources Planning and the Executive Planning Process, the Department contributes to the coordination of planning for water resources, sewerage facilities, air quality, solid waste disposal, River Basin Plans, and the State Coastal Zone Management program.

Edwin Thomas, Director,
Comprehensive State Planning Division 383-2455

STATE PLANNING RESEARCH DIVISION

The Department provides State and Local government agencies as well as the public with information, analyses and projections in areas of population, employment, income, school enrollment projections, and other socio-economic attributes of the State's population. These population and employment projections are used widely throughout the State for the evaluation of programs and projects and are also used in the preparation of State capital improvement programs.

Population Projections

This report includes population for the State and each subdivision from 1970 projected to 1990 with demographic detail by age, race, and sex characteristics for five year intervals. These projections are based on the cohort-component method which permits forecasting the components of population change--fertility, mortality, and net migration.

In response to the need for population projections at the minor civil division (election district) level, the Department has developed and is testing a model designed to assist in water quality management programs and other functional planning concerns. Following review and comment by local governments, the preliminary projections will be refined for public release.

Employment Projections

Employment projections to the year 1990 by detailed industry sectors for all subdivisions are prepared to provide an understanding of Maryland's future economic growth potential and serve as an input for the population projection model which links migration to employment growth.

Research Projects

Responding to the needs of other agencies the Department undertakes a variety of special research studies.

A. A study of future vocational and technical education manpower requirements for the State Department of Education.

B. Projection of pupils by grade level for the Interagency Committee for State public school construction.

C. The Maryland Manual of Coordinates which embodies a systematic method for identifying and locating places in the State.

The State Data Center (1980 Census)

The Department has been directed to work with the U.S. Census Bureau in providing access to and use of census and related data. The Center will provide a wide range of statistical data from the 1980 Census which will assist local planning and management activities.

Electrical Energy Demand Forecasting

The Department provides independent forecasts of future electricity demands for the Maryland Power Plant Siting Program. These projections are used to assess the need for future power plant sites.

Arthur Benjamin 383-2453
Chief, Research Program

CAPITAL IMPROVEMENTS PROGRAM DIVISION

As one of the Governor's principle staff agencies, one of the major responsibilities of the Department is the preparation of the Governor's Annual Capital Budget and the five-year Capital Improvements Program.

The Capital Budget is comprised of three (3) types of projects:

1. General Construction Projects; funded by the enactment of a General Construction Loan Act or by a capital appropriation in the Operating Budget for the primary purpose of providing for the construction of or capital improvements to State-owned facilities.

2. Public School Construction Projects; funded by the enactment of a State Public School Construction and Capital Improvement Loan Act for the primary purpose of providing financial assistance to local jurisdictions for the construction of and capital improvements to Public School facilities.

3. Special Projects; funded by the enactment of separate General Obligation Bond bills for the primary purpose of providing financial assistance to local jurisdictions and the private sector for capital projects where a Statewide interest or need has been clearly demonstrated. This would include such projects as the upgrading of local jails and detention centers, aid to private Higher Educational Institutions, housing projects under the various State housing programs, loans and grants for sanitary facilities, etc. The Department is required to review and analyze all General Obligation Bond Bills and make recommendations to the Governor and the General Assembly. As such, early and continuous coordination with the Department will greatly facilitate this review or analysis.

As the Chairman of the Executive Management Board, the Secretary of State Planning has a major role in the implementation and monitoring of the Multi-service Center programs for the improved system of delivery of governmental services to the citizens of the State.

Warren D. Hodges Director, Capital Improvements Programs	383-2459

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